

**BREWOD AND COVEN PARISH COUNCIL**  
**WITH BISHOP'S WOOD AND COVEN HEATH**

**MINUTES OF THE MEETING OF THE COUNCIL**  
**HELD IN THE COUNCIL OFFICES, STAFFORD STREET, BREWOOD**  
**ON THURSDAY, 31 OCTOBER 2013 AT 7.30PM**

**PRESENT:**

M. Alden-Court, Mr A. Ball, Mrs J. Carr, Mr R. Dakin, Mr D. Evans, Mr T. Fellows, Mr G.E. Martin, Mr J. Pegg, Mr P. Smith, Dr R.C.H. Taylor, Mrs L. Tomkins, Mr M. Webb MBE, Mr P. Webster.

**IN ATTENDANCE:**

Cllr B. Cox, Cllr M. Hampson.

The Chairman opened the meeting by reporting the unexpected death of the Clerk, Mrs Susan Groom. Dr Taylor delivered a Eulogy and the Vice Chairman, Moira Alden-Court also spoke.

The Parish Council held a four minutes silence as a mark of respect.

Mr D. Evans proposed that the flag be flown at half mast. The Council agreed that the flag be flown at half mast on the day of the funeral.

**APOLOGIES:**

Cllr Mrs D.M. Holmes (family matters), Mrs J. Jeffries (family matters), Cllr M. Sutton (prior engagement).

**DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION:**

There were no declarations of interest and no requests for dispensation, as required under the Code of Conduct adopted in compliance with the Localism Act 2011.

**MINUTES:**

The minutes of the meeting of the Council held 10 October 2013 were approved as being an accurate record and duly signed.

**CRIME AND DISORDER ACT:**

Section 17 of the Crime and Disorder Act, 1998 places a duty on local authorities to consider the crime and disorder implications when exercising its functions and to do all that it reasonably can to prevent crime and disorder in its area. Unless otherwise stated it was not considered that the resolutions moved herein would have any adverse impact for the purposes of the Crime and Disorder Act.

## 201. PUBLIC PARTICIPATION

The Chairman moved that the meeting be adjourned for a period of no more than fifteen minutes to allow any elector of the parish or his/her representative to raise or question any issues appertaining to proper Parish Council business.

Mrs Penny Spencer of Bargate Street, Brewood, who had previously submitted a letter regarding the Council's proposal to apply a two hour parking restriction in Bargate Street without any consultation with local residents. Mrs Gobourne of 24 Bargate Street also expressed concern that there would be nowhere to park for residents and their visitors. The Chairman advised that the matter was on the agenda and would be discussed later in the evening. The Chairman advised that traffic management had been an ongoing problem for many years and it was difficult to strike a balance between alleviating the problem and supporting local business.

Mr P. Element wished to speak regarding a reply that he had sent to the Council in response to a request for more information regarding how the previous grant towards Brewood Music Festival had been spent. It was agreed that the matter be placed on the agenda for the next meeting of the Council.

### MATTERS ARISING:

\* items appertain to matters arising during 2012/2013, \*\* to matters prior to May 2012.

256\*\* **Traffic Management, Brewood.** The Clerk had emailed Cllr M. Sutton on 17 October for an update on the outstanding traffic management issues in the parish. Cllr Sutton's report of his discussion with Mark Keeling of Staffordshire County Council was circulated prior to the meeting. A letter received from Penny Spencer of Bargate Street, Brewood concerning her objections to the proposed two hour waiting restriction in Bargate Street (also circulated prior to the meeting).

**It was resolved that the letter be put forward to a meeting of the Traffic Management Working Party for consideration in order to respond to Cllr Sutton's report as soon as possible.**

199\* **Tree Inspection, The Bront.** Two quotes had been received, together with terms and conditions. Quotes to be compared and a recommendation made to the Parish Council. To be taken in conjunction with Item 229.

**It was resolved that M. Alden-Court, Mr R. Dakin, Mrs J. Carr, Mr P. Smith and Mr P. Webster arrange a site visit to The Bront and also make arrangements to review the quotes for the tree survey received and make a recommendation to the Parish Council at the next meeting.**

269\* **Superfast Broadband.** Email received from Staffordshire County Council inviting Members to the Superfast Broadband Champions event scheduled for 22 November 2013 2.00pm to 4.00 pm at St George's Park, Barton-under-Needwood.

**No Members wished to attend.**

387\* **Flooding, Ball Lane, Coven Heath.** Deferred from previous meeting. Mrs L. Tomkins was pleased to report that Severn Trent had been very vigilant in keeping in touch with residents.

**Matter of report.**

483\* **Coven Heath Allotments Inspection.** Deferred from previous meeting. Report of the meeting of 7<sup>th</sup> October was circulated prior to the meeting.

**It was resolved that the recommendations outlined in the report be approved.**

97. **Annual Return / External Audit.** Financial Regulations reviewed by Mrs J. Carr, Mr P. Webster and the Clerk/RFO. Report circulated prior to the meeting. The Chairman congratulated Mrs Carr and Mr Webster on the excellent report.

**It was resolved that the recommendations outlined in the report be approved.**

166. **Winter Parish Summit 2013.** To be held on Friday 29 November 9.30am – 1.30pm at South Staffordshire Council Offices. Mr R. Dakin and Mrs L. Tomkins had previously expressed an interest in attending.

**It was resolved that M. Alden-Court, Mr R. Dakin, Mr D. Evans, Mrs L Tomkins, Mr M. Webb MBE and Mr P. Webster attend.**

200. **Coven Heath Polling Station.** Deferred from previous meeting.

**It was resolved that the matter be placed on the agenda for the next meeting of the Council.**

#### **MATTERS ONGOING:**

The Matters Ongoing report was circulated prior to the meeting. The Chairman invited Members to raise any Matters Ongoing as they deemed necessary.

347\*\* **Amenity Area, Sandy Lane.** Assistant Clerk's Report referred.

**It was resolved that the two quotes received by the Parish Council be forwarded, with the approval of the Parish Council's solicitor, to Mr Fletcher (via his solicitor), and that he arrange for the work to be carried out by one of the three contractors, subject to the third contractor's specification being accepted by the Council.**

#### **CORRESPONDENCE RECEIVED:**

226. **Coven Playing Field Equipment.** Item placed in Autumn Newsletter. Members to consider establishing a Working Party and a community group in order secure grant funding towards upgrading the play equipment at Coven Playing Field.

**It was resolved that interested Coven Members continue to gather information and report back to the Council in due course.**

227. **SPCA email giving details of its Chairmanship Skills Course** consisting of two modules to be held 18 and 25 November Staffordshire Place, Tipping Street, Stafford. Cost £20 (per module) for the first delegate, £15 for the second and £10 for subsequent delegates.

**It was resolved that M. Alden-Court attend.**

228. **Staffordshire County Council draft revised Statement of Community Involvement (SCI) consultation.** Comments invited from the Parish Council. Full details and comments could be made on [www.staffordshire.gov.uk/consultation](http://www.staffordshire.gov.uk/consultation) to be received by Fri 22 November 2013. The SCI would be adopted by the County Council in Spring 2014.

**It was resolved that individual Members visit the website and report back to the next meeting of the Council. Comments to be put forward if relevant to do so.**

229. Letter received from Mr M. Nicosia of Willow Close, Coven, regarding trees near the brook on The Bront at the rear of his property. The trees were preventing him from receiving a satellite reception and interfering with light. Mr Nicosia was enquiring as to the ownership/responsibility for the trees and a possible solution. This matter was taken in conjunction with Item 199.

**See item 199 above.**

230. Email and flier received from Mrs J. Wright Village Agent regarding an initiative to encourage more use of public buildings and also the development of the University of the Third Age in the area.

**It was resolved that the email and flier to be circulated to village hall committees.**

231. Friends of Barnfield Sandbeds. Notification of the proposed filling of the pond on Tuesday 5 November 2013 between 10am and 4 pm. Copy circulated prior to the meeting.

**Matter of report.**

232. Email received from Mrs D. Drury regarding the feasibility of providing a path across the common in Bishops Wood. Copy circulated prior to the meeting. Mr J Pegg reported that the condition of the footpath had worsened recently.

**It was resolved that Mrs J. Jeffries establish ownership of the land and request that the path be reinstated.**

233. Email from P Collins (PC Plumb) regarding the remedial work he had carried out to reduce the water usage at Coven changing rooms. Copy circulated prior to the meeting. It appeared that the work carried out by PC Plumb had solved the problem.

**It was resolved that PC Plumb be requested to submit an invoice for payment and the situation be monitored by the caretaker.**

234. Support Staffordshire. Correspondence advising of the amalgamation of Councils for Voluntary Services. Its website would be available from Dec 2013 at [www.supportstaffordshire.org.uk](http://www.supportstaffordshire.org.uk) for further information.

**Matter of report.**

235. South Staffordshire Council regarding Waste Management Consultation Strategy which was adopted in 2007 and was being refreshed to provide new direction for the next seven years. Documents could be accessed at: [www.staffordshire.gov.uk/consultation](http://www.staffordshire.gov.uk/consultation). Comments to be made by Fri 13 December 2013.

**Matter of report.**

236. Department for Communities and Local Government. Open letter received via SLCC inviting town and parish council to become part of the Our Place! Programme. Over the past year twelve neighbourhoods had been using a community led approach working closely with public services to tackle local issues. The Our Place! Report was available at [www.mycommunityrights.org.uk](http://www.mycommunityrights.org.uk).

**It was resolved that Members visit the website and report back at the next meeting of the Council.**

237. Email from Mrs T. Postles, Car Scheme Co-ordination regarding Mrs R. Bourne's retirement from Brewood and District Voluntary Car Scheme after 26 years as a voluntary driver.

Mrs Postles had asked if the Parish Council would consider recognising this achievement in some way.

**It was resolved that Mrs Bourne be invited to attend a meeting of the Council and be presented with a Parish Council scroll in recognition of her long service to the community.**

238. SLCC Urging parish councils to complete a ten minute survey on the impact of localised council tax support funding on English parish and town councils, including the reduction in tax base and discretionary funding support from billing authorities. Deadline for responses is 29 November.

**It was resolved that members visit the website and report back at the next meeting of the Council.**

239. **CORRESPONDENCE CIRCULATED:**

South Staffordshire Council: Rural Transport Partnership Update (September)

SPCA: Bulletins, 4<sup>th</sup> 11<sup>th</sup> and 18<sup>th</sup> October.

Rural Services Network News Digest 21 October.

Health Watch Bulletin October.

MPs Newsletter 11 October.

Staffordshire County Council Archives Newsletter Autumn 2013.

Staffordshire Police News Releases for October.

Department for Communities and Local Government Openness and Transparency on Personal Interests, a guide for councillors.

Wolgarston SNU, Wolverhampton Magazine

Brewood Civic Society Minutes 21 October

240. **COUNTY COUNCIL'S REPORT:**

The Council received and accepted the written report of Cllr M. Sutton, which was tabled at the meeting.

241. **CHAIRMAN'S REPORT:**

The Chairman had nothing further to report.

242. **FINANCE REPORT:**

The Council received the Finance report and resolved the following matters:

- The accounts payable as at 31 October 2013 Income £14.67 Expenditure £ 11,418.01, **be approved** including salary payments covering standard hours plus additional hours:
  - Clerk 4.25 hours
  - Assistant Clerk 3.25 hours
- The Financial Budget Comparison Q2, **be approved**. Copy circulated prior to the meeting.

- The payment of £400 to Dallow & Dallow, annual rent of Coven Heath Allotments, **be approved.**
- The Council considered whether or not to apply hire charges (£50) to Emerald FC for cancelling the hire of Coven Football facility on 28 September and also considered payment of half an hour of the caretaker's time spent opening up.

Assistant Clerk's Report referred.

**It was resolved that Emerald FC would not be charged for hiring Coven changing rooms on 28 September, as the match was cancelled due to reasons beyond the club's control. It was further resolved that the caretaker be paid for half an hour's work at his normal rate of pay.**

- The payment of Christmas Lights Insurance to AON for Coven Heath and Bishops Wood at a cost of £174.86 each, **be approved.**

181. **Bishops Wood Christmas Tree Festival.** Mrs J. Jeffries received an email from Mr. D. Dee of Bishops Wood PCC requesting a donation of £500 from the Roseclaim grant in order to support the Christmas Tree Festival which is a community project involving 21 community groups.

**It was resolved that Bishops Wood Members with responsibility for distributing the Roseclaim grant consider the request and report back to the Council in due course.**

Mrs J Carr requested that a donation of be made towards battery operated lights for the tree.

**It was resolved that a grant of £25 be made for battery operated lights and ancillaries for the tree.**

279\*. **Council Offices.** Amended quote received from the preferred building contractor following further inspection of the boundary wall outside the Parish Council offices; Members were made aware that part of the wall had recently collapsed. Assistant Clerk's Report referred.

**It was resolved that the revised quote of £5,100 plus VAT be accepted. It was further resolved that an application for a Lawful Development Certificate be made at a cost of £48.75.**

195. **Brewood Music Festival Grant.** Response received from Mr P. Element giving details of how the 2012 grant was spent. Assistant Clerk's Report referred.

**It was resolved that this matter be deferred to the next meeting of the Council.**

**Coven Pitch Hire.** M. Alden-Court raised the matter of non-payment of pitch hire fees by Brewood Old Boys. Mr M. Webb asked for details of how much was outstanding and agreed to have a cheque raised from Brewood Junior Football Club to cover the outstanding debt.

**It was resolved that the Parish Council accept the proposal.**

**Sandy Lane WC.** Assistant Clerk's Report referred.

**It was resolved that the Assistant Clerk ask Brettlec to carry out an inspection and quote for repair or replacement of the sensor.**

#### 243. PLANNING REPORT:

The Council received the Planning Report from the Chairman in the absence of the Head of Planning, Mrs J. Jeffries and considered the planning applications received.

#### 244. ASSISTANT CLERK'S REPORT:

The Council received the written report of the Assistant Clerk, and resolved the following matters:

**Football Foundation Survey.** Details of the finance survey had been received, to be returned to the Football Foundation by 8 November.

**It was resolved that the Assistant Clerk complete the survey and submit it to the Football Foundation by the deadline of 8 November.**

**PCSO Price.** Assistant Clerk's Report referred.

**It was resolved that PCSO Price be presented with a Parish Council Scroll in recognition of eight years service in the parish.**

**Your Place Challenge Panel Business Questionnaire.** Email received from South Staffordshire Council asking that this council forward a letter and questionnaire from Cllr B. Bond of South Staffordshire Council to this council's business contacts.

The letter details South Staffordshire Council's review of its support mechanisms for start-up businesses and the questionnaire seeks the views of local businesses.

Deadline for completion was 15 November.

**It was resolved that the letter and questionnaire be forwarded to Mr J. Cooper, Chairman of Brewood Traders Association.**

#### 245. DISTRICT COUNCIL'S REPORT:

The Chairman invited Cllr M. Hampson and Cllr B. Cox to give a verbal report on District Council matters.

Cllr Hampson urged Members to attend any forthcoming seminars regarding planning changes, in order that they were fully briefed on new planning laws. The local plan was currently in limbo due to the High Court action. The case was not due to be heard until February 2014.

The SHLAA consultation would not be until after Christmas.

Cllr B. Cox reported that Mrs W. Sutton had been elected as District Councillor and had been very active in her role so far.

#### ANY OTHER MATTERS OF REPORT:

246. Mrs L. Tomkins reminded Members that Coven Heath Christmas Lights event was scheduled to take place on Saturday 7 December at 6.30 pm.

247. Mr P. Webster reported that the utilities contract for the Parish Council buildings had been successfully renegotiated for a further 12 months at a fixed price and had avoided the recent price increase.

248. The Council considered the recommendations of the emergency Staffing Committee and combined finance meeting held on 29 October 2013.

**This matter was taken at the end of the meeting when the public and press were asked to leave, in view of the confidential nature of the business to be discussed, in accordance with Standing Order 65.**

**It was resolved that:**

- **the Assistant Clerk be asked to carry out the role of Acting Clerk for up to a maximum for 37 hours per week to be paid at the appropriate rate, to be confirmed by the Chairman.**
- **Mrs T. Postles be asked to work an additional 2.5 hours per week to provide additional admin support at the appropriate rate to be confirmed by the Chairman.**
- **A further meeting of the Staffing Committee be scheduled for week commencing 4 November in order to draw up an advert etc for the permanent replacement of the Clerk.**
- **The Assistant Clerk to contact South Staffordshire Council in order to establish the Council's position with regard to the loss of the Responsible Finance Officer.**

There being no further business, the meeting closed at 8.40 pm.

.....Chairman



**REPORT OF THE ASSISTANT CLERK FOR THE MEETING OF THE COUNCIL  
TO BE HELD 31 OCTOBER 2013**

**MATTERS ARISING**

166. **Winter Parish Summit.** Email received from Cassie Shilton, together with details of the itinerary for the day (tabled). Members are requested to confirm their attendance by 22 November.

**MATTERS ONGOING**

347\*\* **Amenity Area, Sandy Lane.** In accordance with Standing Orders, Financial Regulations 10.3 and 11.1(i), the Council must obtain three quotes if the cost is greater than £2,000. To date two quotes have been received both in excess of this amount, and a third quote was requested. The contractor has been chased for the third quote but they were not interested in carrying out the work. As this is the third contractor that has been approached and has been reluctant to quote, Members may wish to consider submitting the two quotes received to Mr Fletcher (via his solicitor) and suggest that he find an alternative contractor himself and arrange for the work to be carried out. This of course would be subject to approval by the Parish Council's solicitor.

**Members' views.**

**FINANCE REPORT**

279\* **Council Office Wall.** Email received from Paul Thompson, Planning SSC advising that a lawful development certificate is required. The application will cost £48.75 and a location plan must be submitted with the form.

**Recommended resolution: the Assistant Clerk source a location plan and submit the application.**

195. **Brewood Music Festival Grant.** Response received from Mr P. Element giving details of how the 2012 grant was spent. Copy tabled, together with a further copy of the 2012 programme which gives details of the acts that performed on the Sunday. Members to reconsider the Committee's original request for a grant of £2000 towards next year's festival.

**Coven Pitch Hire.** Emerald FC cancelled a match at short notice on 28 September as the away team was unable to field a team. The caretaker opened up the changing rooms and turned on the water heaters. No white lining was done and no cleaning was required.

**Recommended resolution: No charge be made to the team for 28 September as the cancellation was beyond their control. However, the caretaker be paid for half an hour's work.**

Brewood Old Boys have not made any payments for the current season and still owe £150 from last season. They have asked to book the pitch again for next Sunday (3<sup>rd</sup> November) and have not responded to any requests for payment. The booking secretary has asked whether or not the booking should be taken.

**Members' views.**

**Sandy Lane WC.** The electricity bill for Sandy Lane this quarter is double compared with last quarter. The handyman has confirmed that there is a problem with the sensor in the gents toilet whereby the fan and/or the lights are staying on permanently; the janitor has therefore switched

off the fan at the wall. Previously Brettlec have been asked to repair/ replace faulty sensors/switches.

**Recommended resolution: The Assistant Clerk to ask Brettlec to carry out an inspection and quote for repair or replacement of the sensor.**

### **OTHER MATTERS FOR THE CLERK'S REPORT**

**Coven Playing Field Stop Tap Cover.** Andy Cousins confirmed that the cover has been ordered and will take up to 28 days to be delivered.

**PCSO Adrian Price.** PCSO Price has advised that as of 31 Oct he will transfer to Wombourne and will therefore no longer be the PCSO for this area. He has been in post here for 8 years. PCSO Karen Willis will continue in the role.

**Football Foundation Survey.** Details of the finance survey have been received, to be returned to the Football Foundation by 8 November.

**Recommended resolution: Assistant Clerk to complete the survey in the absence of the Clerk and submit it to the Football Foundation.**

**Your Place Challenge Panel Business Questionnaire.** Email received from South Staffordshire Council asking that this council forward a letter and questionnaire from Cllr B. Bond of South Staffordshire Council to this council's business contacts. The letter details South Staffordshire Council's review of its support mechanisms for start-up businesses and the questionnaire seeks the views of local businesses. Deadline for completion is 15 November.

**Recommended resolution: the letter and questionnaire be forwarded to Mr J. Cooper, Chairman of Brewood Traders Association.**

**Bishops Wood Christmas Lights.** Invitation to Brewood & Coven Parish Council to attend Bishops Wood Christmas Lights event to be held on Friday 13 December at 6.30pm in St John's Church, Bishops Wood.

**Matter of report.**

**Remembrance Sunday.** Invitations to the Remembrance Day Service 10 November have been received from the Royal British Legion, copies tabled at the meeting. Members who will be laying a wreath are reminded to collect it at the end of the meeting.

**SPCA Gazette.** Letter received from SPCA inclosing copies of the inaugural edition of the SPCA Gazette (tabled), this replaces the old style newsletter. Comments requested on style, content, interest and usefulness. Parish Councils may contribute to future issues should it so wish. Suggested articles for inclusion to be forwarded as they arise.

**Office Cover.** I will be out of the office on 11 November to attend an orthodontist appointment at New Cross hospital with my daughter. I have asked Tanya to cover the office.